



King County

Invites Applications for the Position of:

Judicial Services Supervisor

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King County is committed to equity and diversity in the workplace. In addition, the county is committed to recruiting and maintaining a quality workforce that shares our guiding principles: collaborative, service-oriented, results-focused, accountable, innovative, professional and fair and just.

OPENING DATE/TIME: 02/22/16 12:00 AM (GMT -8:00)

CLOSING DATE/TIME: 03/04/16 04:30 PM (GMT -8:00)

SALARY: \$2,816.80 - \$3,570.40 Biweekly \$6,103.07 - \$7,735.87 Monthly

LOCATION: Multiple locations in King County

JOB TYPE: Career Service, Full Time, 40 hrs/week

DIVISION: Department of Judicial Administration

JOB NUMBER: 2016JF05577

SUMMARY:

The Department of Judicial Administration (DJA), also known as the Superior Court Clerk's Office, is an innovative, forward-looking agency using technology to help perform tasks better, more efficiently and reliably. DJA performs a variety of services for the Court, litigants and the general public. DJA's mission is to provide professional, high-quality Superior Court record services and justice system programs, while ensuring access to justice and integrity in the process.

DJA is recruiting for 2 Judicial Services Supervisor positions. One is a **Supervisor** for the Case Management Section at the Maleng Regional Justice Center in Kent and the other is a **Supervisor** for the Caseflow Section at the King County Courthouse in Seattle. To be successful in this position a candidate should be an organized, customer focused, and teamwork oriented leader with both interest and skill in improving processes and inspiring others to succeed.

These positions report directly to their respective division managers and each supervises approximately 25 staff. Supervised sections are responsible for case and document processing, case management, and in-court record keeping and exhibit management.

WHO MAY APPLY: These positions are open concurrently to all King County employees and the general public.

WORK LOCATION: One of these positions is based at the Maleng Regional Justice Center, 401 4th Ave N., Room 2C, Kent, WA 98031, and the other is based at the King County Courthouse, 516 3rd Ave., Seattle, WA 98104. These positions may be required to attend meetings or perform duties not only at the above locations but also at the Juvenile Clerk's Office located at 1211 East Alder St., Seattle, WA.

WORK SCHEDULE: The Judicial Services Supervisor positions are exempt from the provisions of the Fair Labor Standards Act, and are not overtime-eligible. These positions are paid on a bi-weekly schedule, every other Thursday, comprising a 40-hour workweek; normally 8:00 a.m. – 5:00 p.m., Monday through Friday. This position may be required to work extended hours to respond to service needs and meet deadlines.

ADDITIONAL MATERIALS REQUIRED: A resume, letter of interest and answers to the supplemental questions are required in addition to the application. The letter of interest should detail your background and describe how you meet or exceed the requirements listed in this job announcement. (This will be used as a writing sample).

Please note that you can attach multiple documents to your application. Your options are:

*Copy and paste one or more documents into the text resume section of the application.

*Attach multiple documents/files in the resume attachment section.

Contact information: Please direct questions about the MRJC position to Sarina Aiello at 206-477-0699, the Seattle position to Danielle Anderson at 206-477-0805 and questions about this recruitment to Joy Fernandes at 206-205-8324.

JOB DUTIES:

Supervisory responsibilities: Be part of the leadership team for DJA setting an example of professionalism, approachability, and effectiveness. Create a culture of employee engagement. Recommend hiring and train new employees. Review and evaluate employee job performance providing the feedback needed to allow employees to consistently perform at their best. Provide mentoring and coaching to develop employees and provide opportunities for continued learning. Recommend and/or initiate disciplinary action when needed to correct behavior. Provide praise and recognition for a job well done. Assign and monitor section tasks providing direction, setting clear expectations about accuracy and pace of work, and setting priorities. Provide technical expertise to internal staff and also as a liaison to other agencies.

Daily operations: Ensure adherence to all policies, standards, and procedures. Oversee the data entry requirements for the Superior Court Management Information System (SCOMIS) and the Electronic Court Records (ECR) system. Effectively coordinate staff to cover in-court matters.

Collaborate with managers and supervisors: Facilitate and participate in meetings. Volunteer for or be an active participant in special project assignments and miscellaneous workgroups and committees. Coordinate and collaborate with managers and other section supervisors to solve problems and keep each other informed about section activities.

Customer Focused: Respond to customer inquiries both over the phone and in person. Develop solutions to business problems that take the customer needs into account. Lead by example in meeting customer expectations.

EXPERIENCE, QUALIFICATIONS, KNOWLEDGE, SKILLS:

Applicant's experience must demonstrate the following knowledge, skills, and abilities.

- Minimum four years of experience in the areas listed below **(or)** substituting a degree in public or business administration or a related field plus 2 years of experience **(or)** any equivalent combination of education and experience that provides the desired skills, knowledge and ability required to perform the work.
- At least 4 years of experience in increasingly responsible job assignments
- Working knowledge of Microsoft Office suite
- Solid working knowledge of court procedures and legal terminology
- Demonstrated strong and effective communication skills, including listening, writing and speaking one-on-one and in group settings.
- Demonstrated ability in providing effective leadership, motivation, and direction to staff
- Proven ability to multi-task, stay organized and plan to effectively meet deadlines and produce high quality work
- Demonstrated attention to detail and accuracy in work
- Ability to build effective teams and inspire others toward a common goal
- Experience working with a diverse group of people, respecting differences while building a solid work group
- Knowledge of process management and experience improving processes
- Experience developing and effectively maintaining relationships with others to get the job done, solve problems, and cooperate to develop solutions.

SUPPLEMENTAL INFORMATION:

SELECTION PROCESS: Applications will be screened for qualifications, clarity and completeness. The most competitive applicants may be invited to an interview.

No felony convictions in the last ten years.

Note: Online applications are preferred. However, if you cannot apply online, go to www.kingcounty.gov/jobs for other options.

If you need an accommodation in the recruitment process or an alternate format of this announcement, please inquire directly with the contact listed on the job announcement or the department's Human Resources Service Delivery Manager.

Judicial Services Supervisor Supplemental Questionnaire

- * 1. What are some rules to follow for effective communication, and explain why you think they are important? In what instances is written communication better than verbal? Please cite examples to support your responses.
- * 2. Describe your leadership experience. Please describe the number of people involved, the types of group, and the type of tasks the group was responsible for performing.
- * 3. What are some of the actions a supervisor can take to encourage creativity and motivate staff in the office? Please cite examples to support your responses.
- * 4. Tell us about a successful change where you were instrumental in helping develop and implement that change. What steps did you take to implement and how did you measure success?
- * 5. Describe how you deal with multiple or conflicting priorities? How do you ensure all deadlines are met timely? Please cite examples to support your responses.
- * 6. Equity and Social Justice (ESJ) is a county initiative that is about promoting fairness, opportunity and eliminating inequities in the workplace. As a supervisor, how would you strive to create equitable opportunities for your staff?
- * 7. How would you ensure a high level of accuracy and the confidentiality of sensitive material was maintained consistently? Please cite examples to support your responses.
- * 8. This recruitment is for two positions. Please indicate the position you are applying for.
 - ☐ Supervisor - Case Management Section - Maleng Regional Justice Center, Kent
 - ☐ Supervisor - Casflow Section, King County Courthouse, Seattle
 - ☐ Both
- * 9. This position requires a resume AND a cover letter. Please verify that you have included both, a resume and cover letter.
 - ☐ Yes ☐ No
- * Required Question